

Planning & Zoning

12300 Forest Hill Blvd., Wellington, FL 33414 (561) 791-4000 pzapplications@wellingtonfl.gov

STAFF USE ONLY

Accepted: _____

Returned: _____

By: _____

Intake Date: _____

STAFF USE ONLY

Accepted: _____

Returned: _____

By: _____

Intake Date: _____

PART 2: SITE PLAN/AMENDMENT/SUBDIVISION

I. GENERAL SUBMITTAL CHECKLIST

PLEASE CHECK

YES NO N/A

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a. Provide five (5) copies of the following items:

1. Completed **application (Part 1 and Part 2)**

2. **Warranty Deed** including property control number or folio number and legal description of the property.

3. **Justification Statement** attached to the application (Page 3 of 3).

4. **Ordinances/Resolutions** affecting the property.

5. **Survey** (not more than a year old) including any and all easements of record referenced by OR Book and Page, signed and sealed by a Florida Registered surveyor.

6. **Site or Subdivision Plan**

7. **Landscape Plan**

8. The following documents signed and sealed by a Florida Registered Engineer:

a. **Traffic Statement**

b. **Water/Wastewater Demand Analysis**

c. **Drainage Statement**

d. **Utilities Demand Analysis**

e. **Circulation Plan**

b. Application fee.

c. **Bed and Breakfast Owner Occupied Affidavit (Individual or Corporate)** if applicable.

d. Electronic files (PDF, JPEG, Word) of all items on the checklist, including the application, saved with proper corresponding title (in **bold** above) and **legal description** in Word format.

II. SURVEY SUBMITTAL CHECKLIST (Five Copies)

PLEASE CHECK

YES NO N/A

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a. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc. within 100' of project boundary.)

b. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.

c. Existing trees identified by caliper and species.

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- d. The location of existing easements, watercourses, section lines, water and sewer lines, well and septic tank location, and other existing important physical features in and adjoining the project to within 100'.
- e. The location and dimensions of existing manmade features such as existing roads and structures with indication as to which are to be removed, renovated or altered.
- f. Identification of surrounding land use, zoning, and existing buildings within 100 feet of the site as well as the zoning of the petitioned site.

**III. SITE OR SUBDIVISION PLAN SUBMITTAL CHECKLIST (Five Copies)
(24" x 36" with scale not smaller than 100' to an inch)**

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- a. Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.
- b. Location Map clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road (reduce sketch of master plan for site developments in Planned Development).
- c. Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.
- d. Legal description, including Section, Township, Range and parcel, tract, plat name or number (as shown on master plan if a Planned Development).
- e. Tabular Project Data (zoning or Wellington case number, existing and proposed zoning district, existing land designation, total acreage to the nearest .01 acre, type of use(s), total building square footage, net leaseable square footage, floor area ratio, building height and number of stories, lot coverage, impervious and pervious area, total required and proposed parking spaces, including handicapped and grassed spaces, number of required and proposed loading spaces, total number of units, type of ownership, landscape/open area, lake acreage, preservation civic acreage, and project density.) and any other pertinent information.
- f. Project information (number of users of facility, employees, seating and hours of operation).
- g. Location of lots with dimensions and identified by number/letter, buildings and structures with finished floor elevation and number of units per building for multi-family developments and overhang easement and required privacy fence if a zero lot line structure and applicable setbacks and separations.
- h. List and provide location and nature of recreational amenities including walk/bike paths.
- i. Off-street parking, by-pass lanes, drop off areas and spaces, queuing and loading layout (with dimensions and access location).
- j. Location and details of refuse collection areas.

PLEASE CHECK		
YES	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- k. Location, size and orientation of signs.
- l. Regulating Plan/Typical detail and cross section.
- m. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.

IV. LANDSCAPE PLANS SUBMITTAL CHECKLIST (Five Copies)
(24" x 36" with scale not smaller than 100' to an inch)

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. Location, size and specification of all proposed landscaping signed, sealed and prepared by a Florida Registered Professional.
- b. Clear sight distances.
- c. Irrigation.
- d. Provide tree survey.
- e. Location of light poles, if applicable.
- f. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.

VIII. JUSTIFICATION STATEMENT
(Attach to five (5) copies Application)

The applicant shall provide a written Justification Statement to explain how the request conforms to the following:

- A. The proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.
- B. The proposed request is in compliance with Article 11 of the LDR (Adequate Public Facility Standards).
- C. The proposed request is in compliance with Article 9 of the LDR (Environmental Standards).
- D. The proposed request is in compliance with Article 6 of the LDR (Zoning District, Use, Property Development and Supplementary Regulations.)
- E. The proposed request is in compliance with Article 7 of the LDR (Site Development Standards).
- F. The proposed request is in compliance with Section 8.12 of the LDR (Subdivision regulations).
- G. The proposed request is consistent with applicable neighborhood plans.
- H. The proposed request complies with all County health and fire standards.
- I. That the proposed request complies with Village building standards and all other relevant and applicable provisions of the LDRS.